



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	All Persons Interested
2	Job Classification	Administrative Aide
3	Posting Number	110271
4	Department	Human Resources
5	Division	Salary Administration
6	Section	N/A
7	Reporting Location	611 Walker, 4 th fl.
8	Workdays & Hours	M - F, 8 a.m. – 5 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Provides administrative support to division including gathering, compiling, entering data and proofing data for reports, salary actions, surveys, monthly activity logs, etc. Maintains divisional records (i.e., Time & Attendance), supplies, purchase orders and forms. Files/archives documents, records, reports and information. Answers phones, routes mail, greets and directs visitors, schedules meetings and conference rooms, makes copies, maintains files, and assists with special projects.

10 **WORKING CONDITIONS**
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
A high school diploma or GED certificate is required.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Two (2) years of clerical or administrative experience are required.

13 **MINIMUM LICENSE REQUIREMENTS** None

14 **PREFERENCES**
Knowledge of personal computer applications (Excel, Word and Outlook). Exceptional interpersonal and customer service skills. Ability to maintain confidentiality and work as a team member. Ability to prioritize and handle multiple tasks.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☐ Yes ☒ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum and midpoint of the salary range are:

Salary Range – Pay Grade 10
\$723 - \$1004 Biweekly \$18,798 - \$26,104 Annually

The City offers a competitive benefits program, including reasonably priced health coverage, life insurance, a defined contribution pension plan and paid time off (vacation, sick and holidays).

18 **OPENING DATE** April 26, 2006
CLOSING DATE May 2, 2006

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st fl. TDD Line phone number (713) 837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer